PATS
User
Guide

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INTRODUCTION

The Personnel Action Tracking System (**PATS**) is an electronic SF-52 (Request for Personnel Action) input and tracking system. **This user guide is designed for requesters who will be using the internet to access the PATS system.** There is another guide designed for requesters who will be using the Lotus Notes system to enter requests.

This guide provides instruction for:
- Inputting an SF-52 Request for Personnel Action
- Tracking a request

It is assumed the user is knowledgeable about the type of personnel actions they are requesting. For help with the various types of personnel actions, contact your Personnel Servicing Office.

System Requirements

Users must use Internet Explorer as their browser to access PATS.
Minimum Internet Browser Requirements:
- Internet Explorer Version 5.5

PATS Customer Service

Human Resources Operations (HRO) personnel are available from 8:00 am – 4:30 pm, Monday – Friday to assist with your personnel action request. For assistance with the SF-52, call your Personnel Servicing Office – Minneapolis, MN; Washington, D.C.; or Riverdale, MD. For general PATS questions and concerns contact: Carol Hendricks, Minneapolis HRO, 612-336-3320 or carol.l.hendricks@aphis.usda.gov. To better serve you, please include SF-52 Request Number and Requester Name (last name, first name) on all inquiries.

Accessing the PATS Database using the WEB

Users will need an Internet User Name and Password to access the PATS system on the WEB. To obtain user name and password, contact Becky Dyche, MRPBS ITD CS Minneapolis, 612-336-3376, or bdyche@aphis.usda.gov
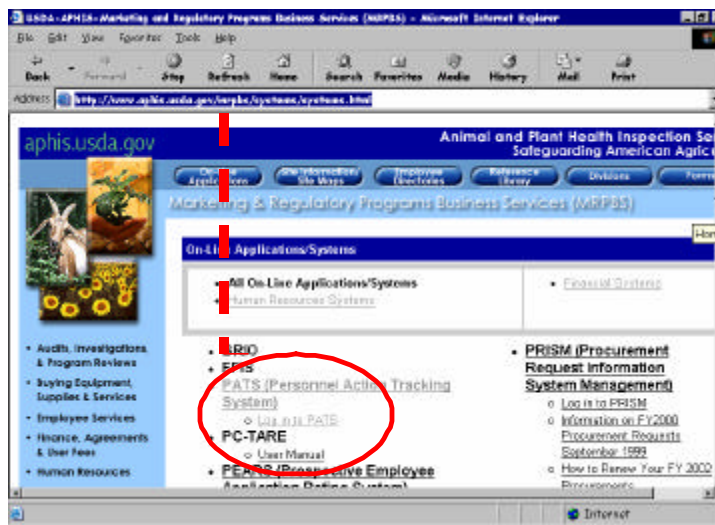
To access the PATS database, you will use the following internet address:

http://www.aphis.usda.gov/mrpbs/systems/systems.html
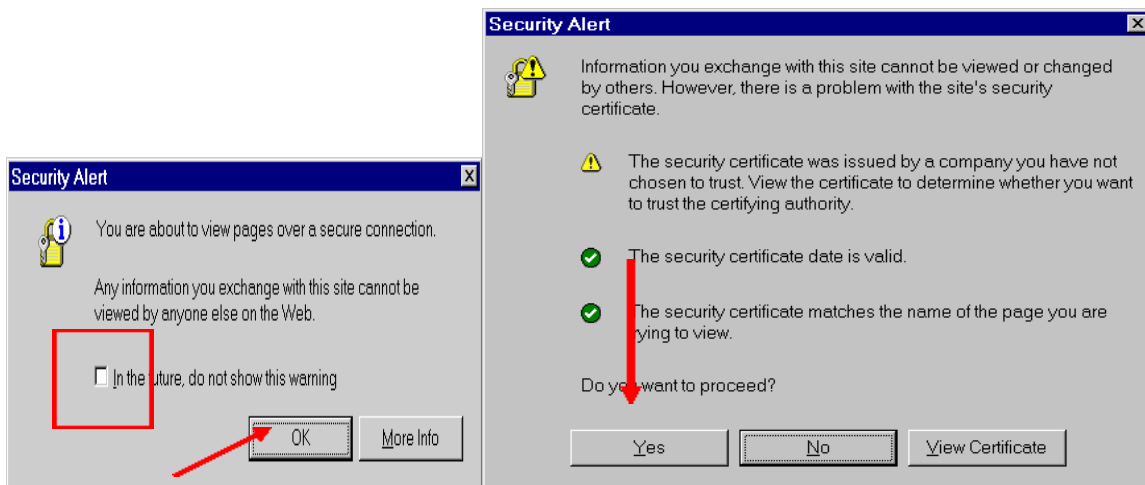
To enter the PATS system:
1. Scroll down until you see
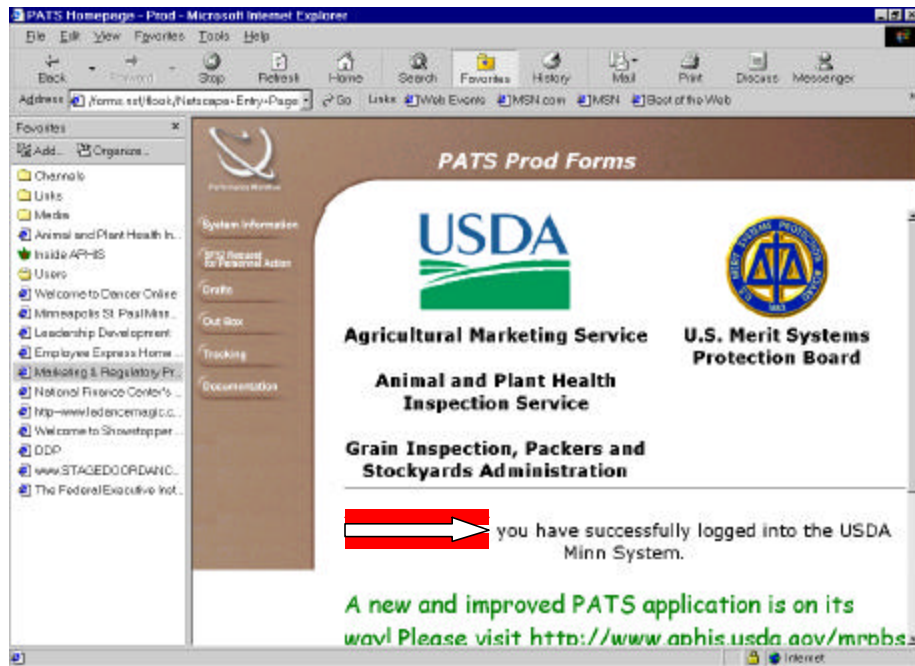   LOGIN PATS

This is the screen you will see

2. Click on "Log in to PATS".
3. Security Alert boxes will appear, click on **OK** --- Check the box next to the statement "In the future, do not show this warning", and then you will not receive this notification again. Click on **YES** to proceed.

Security Alert

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

⚠ The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.

✓ The security certificate date is valid.

✓ The security certificate matches the name of the page you are trying to view.

Do you want to proceed?

Yes   No   View Certificate

Security Alert

You are about to view pages over a secure connection.

Any information you exchange with this site cannot be viewed by anyone else on the Web.

☐ In the future, do not show this warning

OK   More Info

4. This is the point where the user will need their Internet User Name & Password --- enter the information in the blanks on the "Enter Network" box.

Enter Network Password

Please type your user name and password.

Site: data04.aphis.usda.gov

Realm   /USDA/ABS/PROD/PATS

User Name   [   ]

Password   [   ]

☐ Save this password in your password list

OK   Cancel

5. Now you should have successfully logged on to PATS!

PATS Database

The PATS Homepage contains the following components:
- ❑ Systems information – *(not important)*
- ❑ SF-52 Request for Personnel Action: this is where you type in a request for personnel action. See instructions on page 8.
- ❑ Drafts: this is where the user views and retrieves SF-52's saved to Draft.
- ❑ Out Box: this is where the user views SF-52's that have already been submitted to the Personnel Servicing Office.
- ❑ Tracking: this is where the user views the status of an SF-52's submitted.
- ❑ Documentation: here are examples of the type of information available on the system.
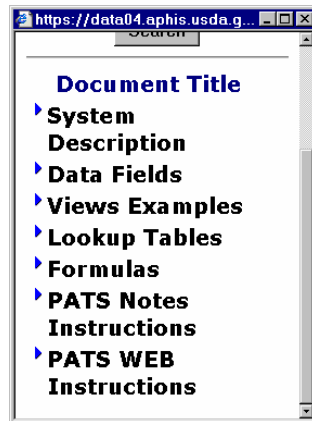
| Inputting an SF-52 |
| Request for Personnel Action |

To enter a Request for Personnel Action (SF-52)

1. Click the **SF-52 Request for Personnel Action button**
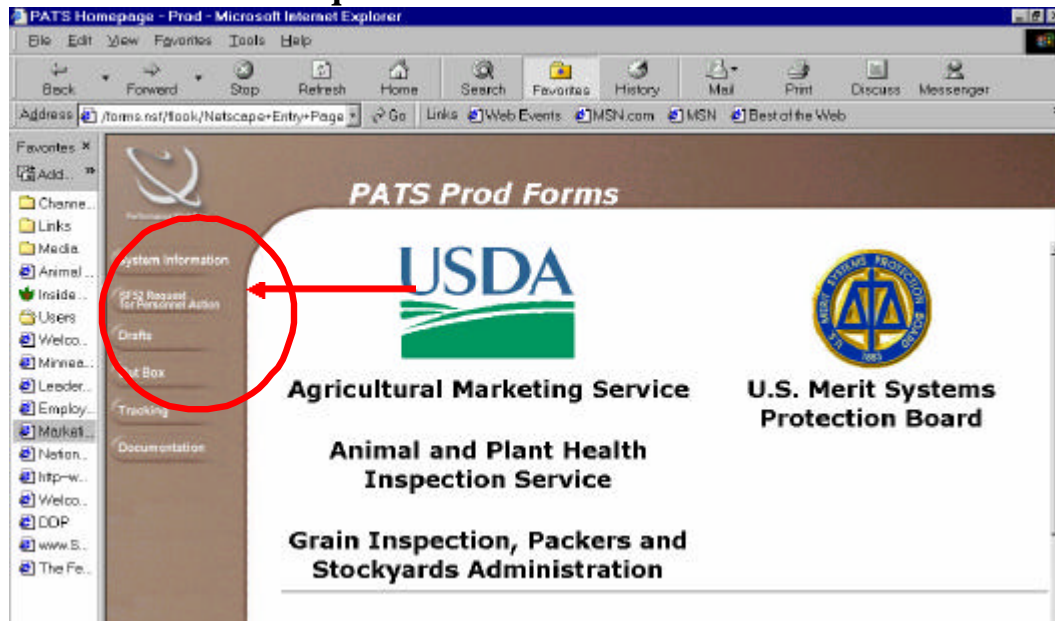
2. The Request screen will open up:

Action Buttons – at the top and bottom of the screen there are 5 action buttons:

- ➢ Submit: sends the SF-52 to the Personnel Servicing Office (Minneapolis, MN or Washington DC/Riverdale, MD).
- ➢ Draft: saves the document in draft form so you can
  - o Submit at a later date
  - o Make changes before submittal
  - o Create a template to use with the "copy to new" function (*described on page 23).
- ➢ Print: prints a hardcopy of the information entered.
- ➢ Privacy Act: explains the authority for and use of required separation information.
- ➢ Exit: exits the document without saving the information.
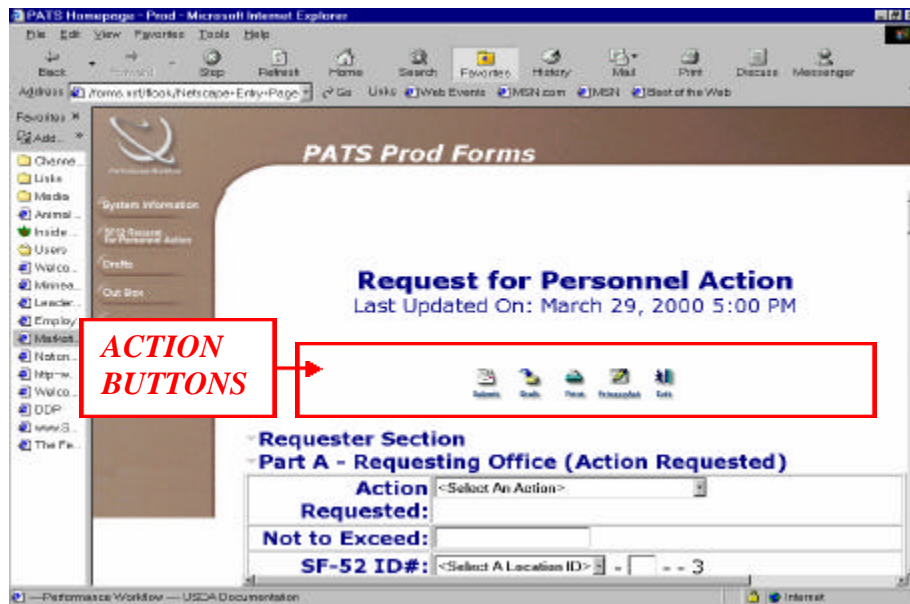
Getting Started

Helpful Hints & Tips:

❖ Use MM/DD/YYYY format for dates
- o Some date fields have a "quick entry" calendar button. Click on the button to enter the current date in the field.
- o Some date fields are automatically entered with the current date, *to change the date…*backspace to delete and simply type in the new date.

❖ Using the tab key will move you block to block. ***Do Not Use the Enter Key to move around the form.*** Sometimes it's easier to view the screen if you use the cursor to move to the next block, instead of the tab key.

❖ While completing a data element, you will notice "help text" located at the bottom of the screen. This text will prompt you with the type of information required for that field.

❖ There are mandatory fields that must be completed before the SF-52 can be submitted. These mandatory fields are annotated as "Required" in the help text at the bottom of the screen.

❖ If you do not know the information required in 'non-mandatory' fields, leave them blank.

❖ The *Exit* button located at the top or bottom of the screen will take you back to the previous screen or back to the initial SF-52 screen.

❖ Requests for Personnel Action (SF-52's) cannot be changed or edited after submission; contact your Personnel Servicing Office if there are changes to the action requested. See "Drafts" section pages 20 – 23 for instructions on how to save a document (prior to submission).

❖ Users can save requests to Draft multiple times; requests will not be processed through the Personnel Servicing Office until it is actually ***Submitted.*** Drafts are located in **Drafts** and are grouped by Requester Name.

Let's Begin

Requester Section

Action Requested: *mandatory field*
- click on the arrow key, choose the action requested from the drop down menu. A full listing of actions in the drop down menu is available in Appendix A (pages 28 – 31).

SF-52 ID #: *mandatory field*
- click on the arrow key, choose a four letter ID which describes your agency or program. Definitions of the ID codes are available in Appendix B (pages 32 – 35). *Hints & Tips – begin typing the identifier **or** in the drop down menu, type in the first letter of your identifier and you will automatically scroll to that area.*

- enter your two-digit/character office identifier **or** XX in the next block.
- a 5 digit number (PATS Request #) is automatically generated by the system when you:
    - *Print* a request
    - *Save* to Draft
    - *Submit*

Proposed Effective Date of Action: mandatory field
- enter the proposed effective date using MM/DD/YYYY format. *Hints & Tips – click on the calendar button for quick entry of the current date.*

Person to Contact for additional Info: mandatory field
- enter the name of the person to contact for additional information regarding this requested action.

Contact's Work Phone number: mandatory field
- enter the work phone number for the contact person.

Action Requested By: mandatory field
- enter the name of the person requesting the action. *Hints & Tips – use the format Last Name, First Name which will make it easier to find actions in drafts, out box, and tracking. The system reflects information <u>exactly </u>as you type it (i.e. typos, spaces, etc.)*
- enter the title of the person requesting the action.
- the system automatically enters the current date, the user can change the date using the MM/DD/YYYY format.

Action Authorized By: mandatory field
- enter the name of the person authorizing the action.
- enter the title of the person authorizing the action.
- enter the date the action was authorized. The system automatically enters the current date, the user can change the date using the MM/DD/YYYY format.

Employee Information: mandatory field
- enter the **Last** name of this employee, or enter **Recruit** if it's a request for filling a position (Recruit Action)
- click on the arrow to select the work schedule of this employee.
- *If this is a Part Time employee* -- enter Part Time Hours Per Biweekly Pay Period in the next block.

E-Mail Notification:
- enter the e-mail address of those who should receive a copy of this request. If sending to multiple addresses, separate each with a comma (,).

Submit to Personnel Servicing Office: mandatory field
- click on the arrow key, select the appropriate personnel servicing office to process this request.

Press Continue Button: mandatory field
- click on the half circle "Continue" button. Pressing this button will present a subform based on the action requested. *Hints & Tips: if you change your action requested, you must click on the Continue button again to receive the appropriate subform.*

Nature of Actions
- There are subforms developed for certain types of actions, which allow the user to provide only the information needed to complete that particular action. These subforms cover the following actions:
  - Change in Work Schedule
  - Change in Hours
  - Recruit
  - Career Conditional Appointment
  - Conversion to Career Conditional Appointment
  - Excepted Appointment NTE
  - Conversion to Excepted Appointment NTE
  - Promotion
  - Promotion NTE
  - Change to Lower Grade
  - All other Nature of Actions

- While completing a data element, you will notice "help text" located at the bottom of the screen. This text will prompt you with the type of information required for that field.
- There are mandatory fields that must be completed before the SF-52 can be submitted. These mandatory fields are annotated as "Required" in the help text at the bottom of the screen.

Attachments

The attachment section will be used for all attachments related to the request. Examples of attachments are: position descriptions, KSAs, crediting plans, etc. *Hints & Tips: The system will allow you to create more than one attachment. The "Continue" button must have been pressed for the Attachment screen to open up.*

To add an Attachment:
1. Click on the "Browse" button next to the Attachment box:
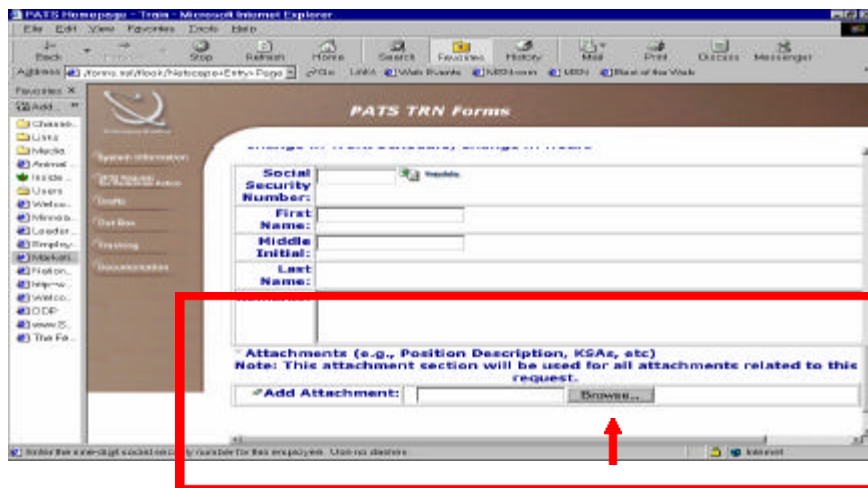
2. The system will take you to your "Desktop" where you can choose the file to attach.
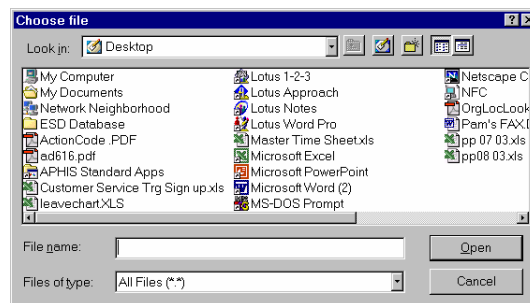
Form Completed

Print Request

The SF-52 request can be printed prior to submission to the Personnel Servicing Office. The printed request will be displayed in the same format as shown on the screen.

1. To Print, click on the *Print* action button at the top or bottom of the screen.

Sample of Printed SF-52

Submit Request

When you have completed the SF-52 request, click on the *Submit* button at
the top or bottom of the screen.

- The system will prompt you if any mandatory field is not completed.
- Once you hit the *Submit* action button, the system generated Request
  number will be provided.

Your PATS request has been sent! You now have the option to do
additional requests **--- without having to put in your user name and**

password --- or you can do additional work on the WEB, or exit your browser.

1. To do additional requests; click on the **SF-52 Request** Button on the left side of the welcome screen.
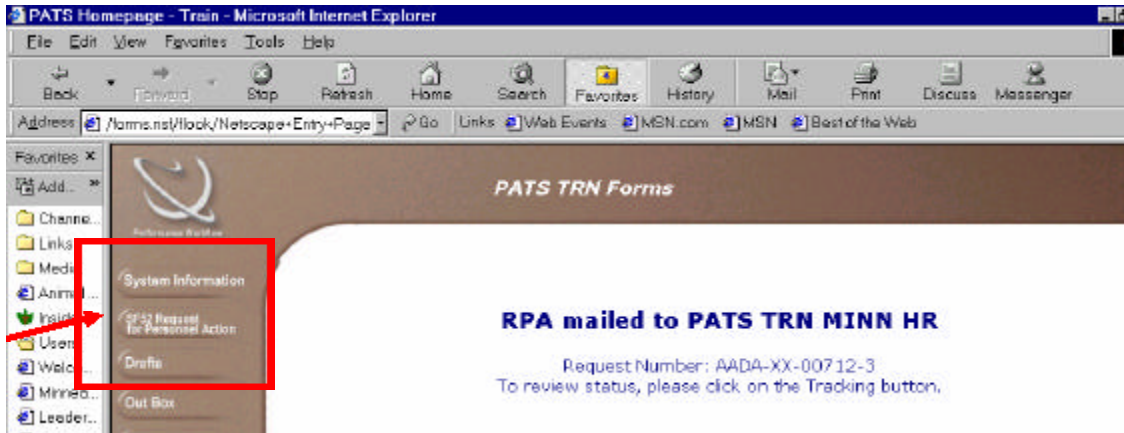
2. This takes you to the previous screen, where you can use the *Exit* action button at the top or bottom of the screen, to get back to the PATS homepage.
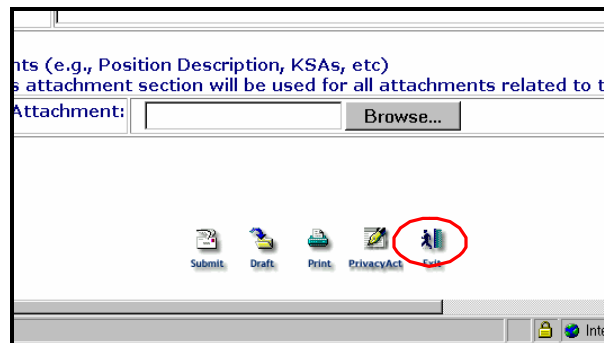
3. To do additional work on the WEB, type in a new URL address.

4. To exit the WEB, click on **File** in the upper lefthand corner of the screen; click on **Close**; or click on the **X** in the upper righthand corner of the screen to close out of Internet Explorer.
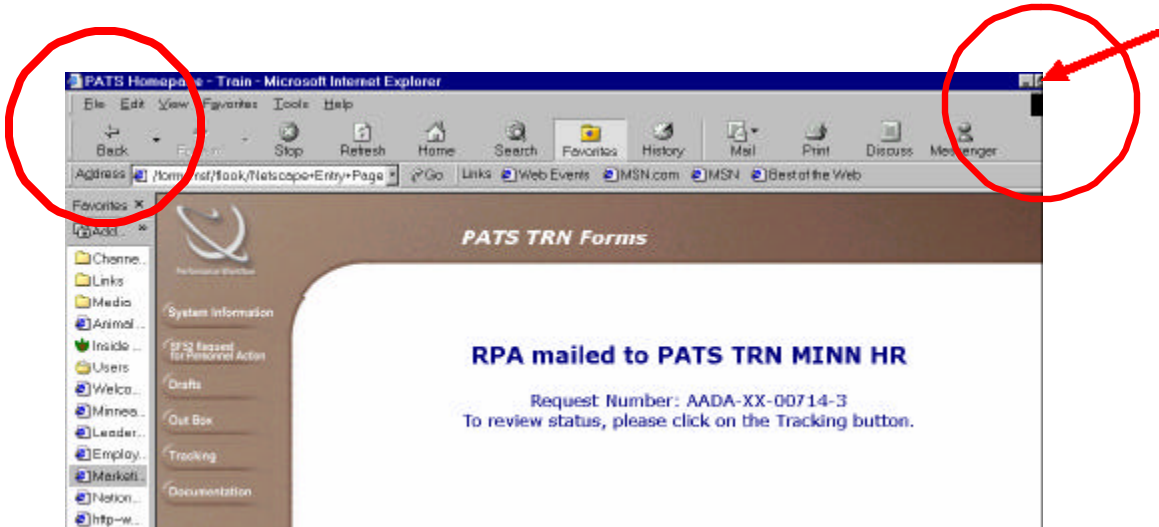
Drafts

If you are not ready to submit the SF-52, you can save the document as "Draft" and come back to it later. Or, a Draft request may be used as a template for similar types of requests. Users can save requests to Draft multiple times; requests will not be processed through the Personnel Servicing Office until it is actually Submitted. *Hints & Tips: Drafts are grouped by Requester Name.*

Saving a request to Draft

To save a request for personnel action (SF-52) as a draft:
1. Click on *DRAFT* action button at the top or bottom of the screen.
2. The draft SF-52 will be stored in the **Drafts** database.
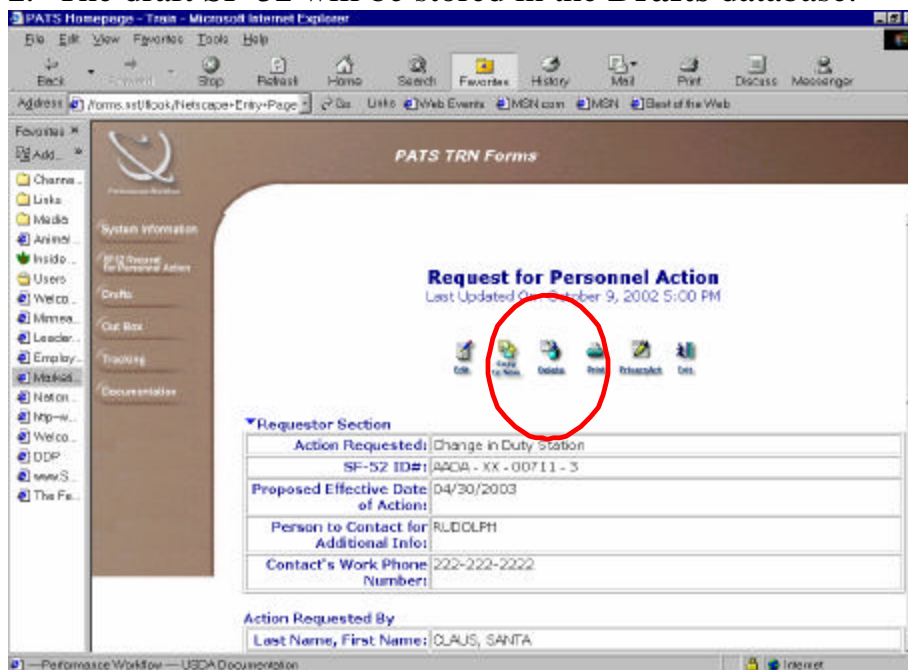
Finding a Draft

To find a request saved as a Draft:
1. Click on **Drafts**
2. The screen should open up to "Drafts".
3. Draft SF-52's are stored by Requester.
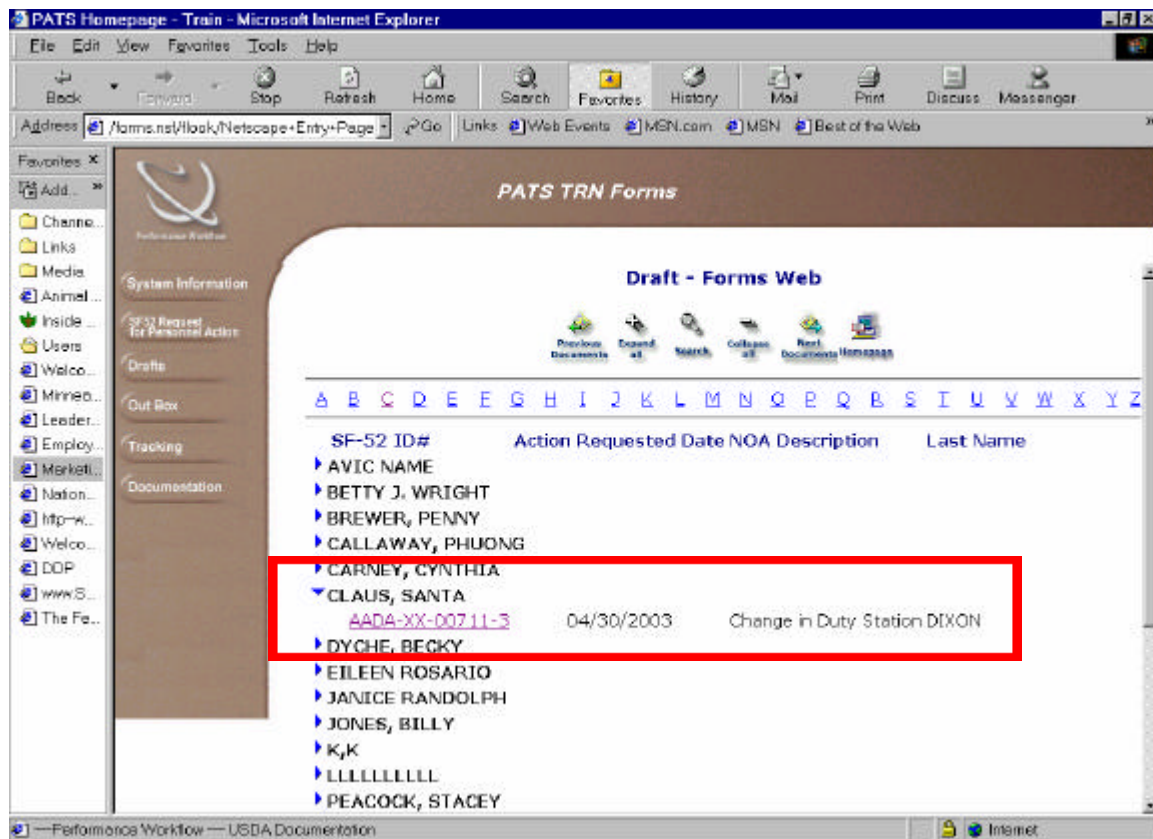
4. To search for a Draft SF-52
   o scroll down the screen using the arrow keys;
   o utilize the *Search* action button at the top of screen.
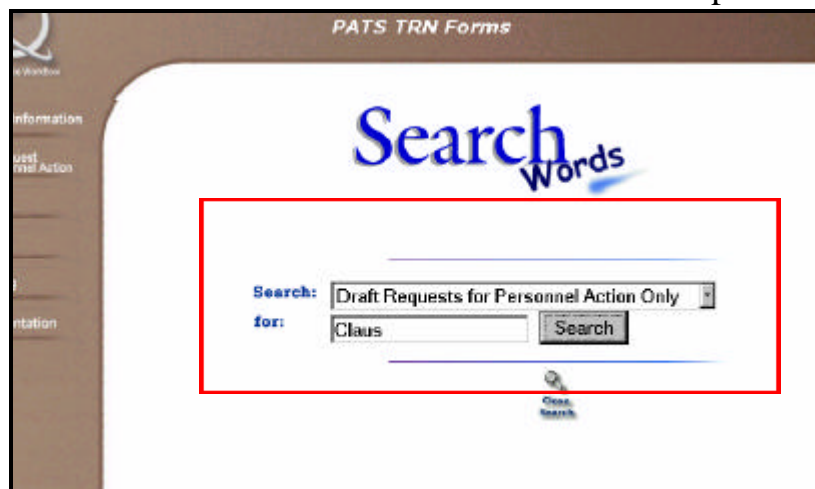
5. Locate the Requester's name; click on the right arrow twistee next to the Requester's name.
6. Click on the request you want to open.
7. When the request is open, you can either; edit it, use it as a template or click on the action button *Submit*.

Action Buttons – once you've saved a request to Draft, additional action buttons will appear at the bottom & top of the screen:

- ➢ Edit: opens the request so the user can make changes to the SF-52 before submission.
- ➢ Copy to New: allows the user to copy a request and use it as a new request. It opens the form (the same as Edit) so that changes can be made before submission.
- ➢ Delete: allows the user to delete their request.
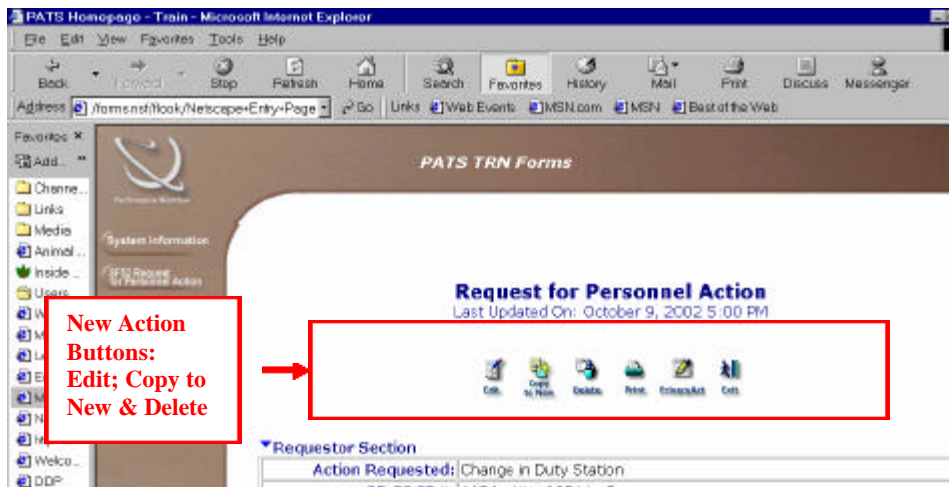
Editing a Draft

To edit an request saved as a Draft:

1. Find the request (see instructions page 20).
2. Click on the request you want to edit.
3. When the request is open, you click on the "Edit" button located at the top or bottom of the screen.

Submitting a Draft

To submit a Draft:
1. Find the request (instructions page 20).
2. Click on the request you want to submit.
3. When the request is open, click on the action button *Edit* at the top of the screen. *HINTS & TIPS: You must click on Edit, even if you are not going to change the document, before you can Submit.*
4. Click on the action button *Submit* at the top or bottom of the screen.

Using a Draft as a Template

To use a Draft request as a template for completing similar types of requests:
1. Find the request (instructions on page 20)
2. Click on the request you want to use as a template.
3. Click on *Copy to New* action button at the top or bottom of the screen.
4. Make whatever changes are necessary to create a new request.
5. Click on the *Submit* action button; or save as *Draft*.

Deleting a Draft

To delete a draft request:
1. Find the request (instructions on page 20).
2. Click on the request you want to delete.
3. Click on *Delete* action button at the top or bottom of the screen.

Out Box

In the PATS database, you can view SF-52's which have already been submitted to the Personnel Servicing Office. Submitted SF-52's are stored in an area called **OUT BOX**; they are grouped by Requester's name.
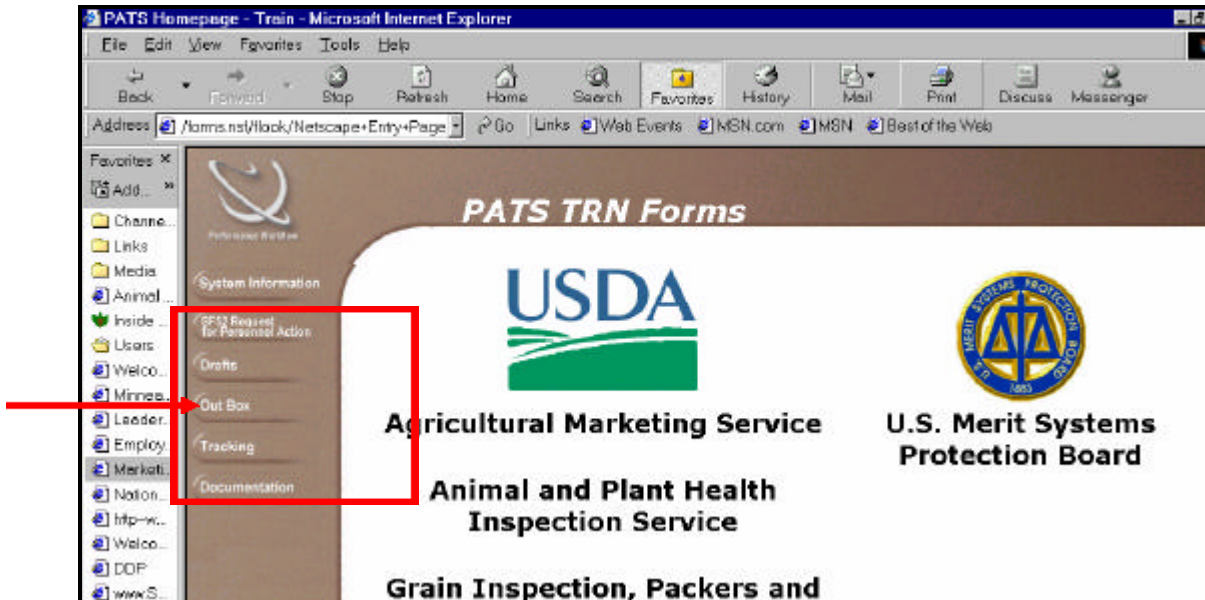
To view an SF-52 that has already been submitted:

1. Click on the **Out Box** button.
2. Submitted SF-52's are stored by Requester.
3. To search for a submitted SF-52:
   a. scroll down the screen using the arrow keys
   b. utilize the *Search* action button at the top of screen.

Requests sorted by Requester Name

Sample from History:

Using a Submitted Request as a Template

Requests which have already been submitted can be used as a template for new requests. To use a document from History as a template for completing similar types of requests:

4. Go into **Out Box**.
5. Find the request (see instructions page 25).
6. Click on the request you want to use as a template.
7. Click on *Copy to New* action button at the top of the screen.
8. Make whatever changes are necessary to create a new request.
9. Click on the *Submit* action button; or save as *Draft*.
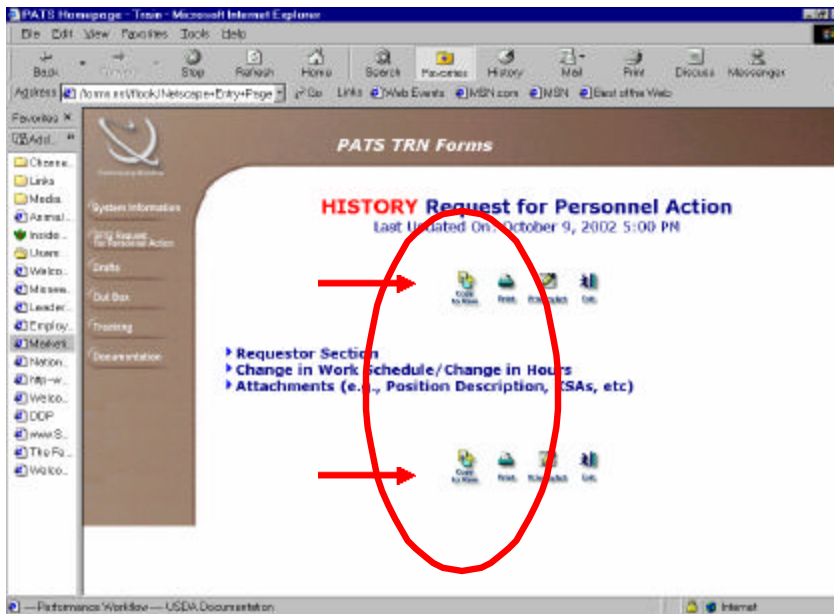
Tracking

You can check on the status of your SF-52 through **TRACKING.**
TRACKING button located on the left side of the navigational screen.

To track a request for personnel action (SF-52):
1.   Click on the **PATS PROD TRACKING icon**; or **TRACKING**
         button.
2.   Click on the method you choose to search:
         a. By SF-52 ID # (from the Submit Information box)
         b. By Requester (Name)
         c. By Action Taken: *HINTS & TIP --- this method is* **NOT**
              recommended.
3.   To search for an action:
         a. scroll down the screen using the arrow keys;
         b. utilize the *Search* action button at the top of screen.

Sample Search by Requester:
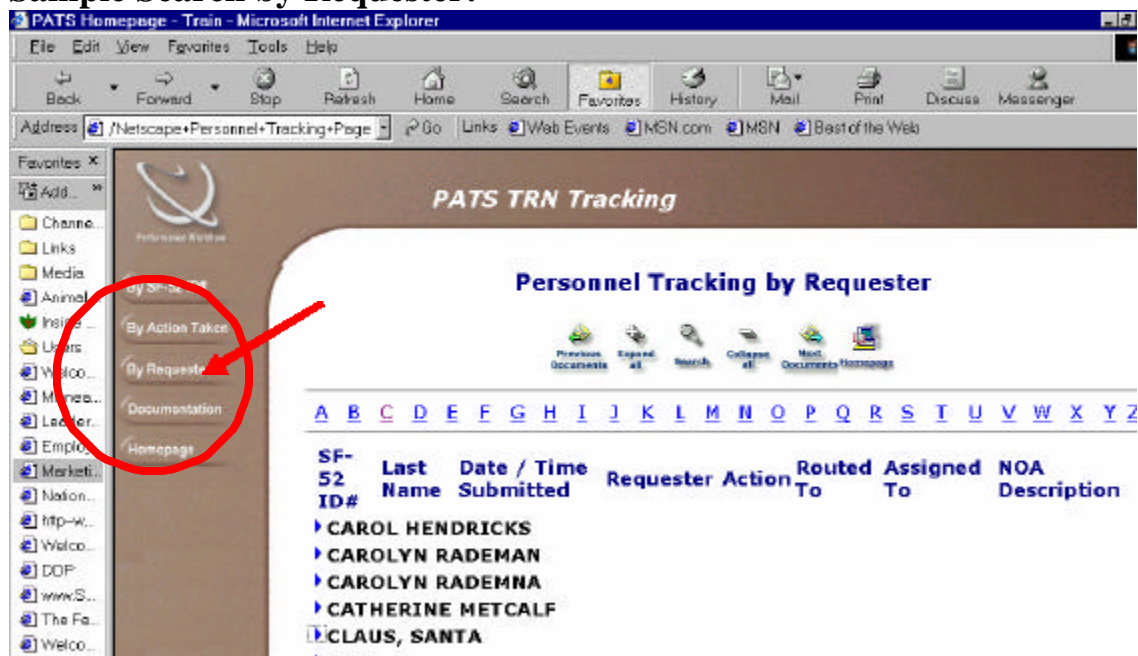
APPENDIX A

NATURE OF ACTION CODES

Nature of Actions

Nature of Action	Action Code	Action Description	Input Code
Appointment Nte|ANTE	ANTE	Appointment Nte	115
Cancellation|CNCL	CNCL	Cancellation	001
Career Appointment|CA	CA	Career Appointment	100
Career Cond Appointment|CCA	CCA	Career Cond Appointment	101
Change in Duty Station|CDST	CDST	Change in Duty Station	792
Change in Hours|CHRS	CHRS	Change in Hours	782
Change in PMSO Element|PMSO	PMSO	Change in PMSO Element	903
Change in Position Number|PONO	PONO	Change in Position Number	919
Change in Tenure|CHGTEN	CHGTEN	Change in Tenure	880
Change in Title|TITL	TITL	Change in Title	910
Change in Work Schedule|CWS	CWS	Change in Work Schedule	781
Change to Lower Grade|CLG	CLG	Change to Lower Grade	713
Continuation of Pay|COP	COP	Continuation of Pay	920
Conv to SES Ltd Emergency Appt NTE|	CONV	Conv to SES Ltd Emergency Appt NTE	549
Conv to SES Noncareer Appt|CONV	CONV	Conv to SES Noncareer Appt	546
Conversion Career Conditional|CVCC	CVCC	Conversion Career Conditional	501
Conversion Summer Appt|CSUM	CSUM	Conversion Summer Appt	517
Conversion to Appt Nte|CONV	CONV	Conversion to Appt Nte	515
Conversion to Appt. - Staus Quo|CONV	CONV	Conversion to Appt. - Staus Quo	524
Conversion to Career Appt|CONV	CONV	Conversion to Career Appt	500
Conversion to EXC Appt Nte|CONV	CONV	Conversion to EXC Appt Nte	571
Conversion to EXC Appt|CONV	CONV	Conversion to EXC Appt	570
Conversion to REINS Career Cond|	CONV	Conversion to REINS Career Cond	541
Conversion to REINS Career|CONV	CONV	Conversion to REINS Career	540
Conversion to SES Career Appt|CONV	CONV	Conversion to SES Career Appt	542
Conversion to TAPER|TAPR	TAPR	Conversion to TAPER	512
Conversion to Term Appt. NTE|	CTRMNTE	Conversion to Term Appt. NTE	508
CORRECTION|CORR	CORR	CORRECTION	002
Death|DTH	DTH	Death	350
Denial of WGI|		Denial of WGI	888
Detail NTE|DETNTE	DETNTE	Detail NTE	730
Discharge|DSCH	DSCH	Discharge	385
Emergency Appointment|EMER	EMER	Emergency Appointment	107
Excepted Appointment Nte|ENTE	ENTE	Excepted Appointment Nte	171
Excepted Appointment|EXAP	EXAP	Excepted Appointment	170
Exit of Detail Nte|EXDT	EXDT	Exit of Detail Nte	923
Extension of Appt|EXNA	EXNA	Extension of Appt	760
Extension of Detail|EXTDET	EXTDET	Extension of Detail	731
Extension of Furlough Nte|EFUR	EFUR	Extension of Furlough Nte	772
Extension of LWOP Nte|ELOW	ELOW	Extension of LWOP Nte	773
Extension of Promotion Nte|EXPR	EXPR	Extension of Promotion Nte	769
Extension of Term Appt. NTE	EXTTERMNTE	Extension of Term Appt. NTE	765
Furlough - Not RIF|FURL	FURL	Furlough - Not RIF	471
Furlough - RIF|FURL	FURL	Furlough - RIF	472
Leave With Pay|LWP	LWP	Leave With Pay	462
Leave Without Pay|LWOP	LWOP	Leave Without Pay	460
LWOP-US|LWOP	LWOP	LWOP-US	473
Name Change|NCHG	NCHG	Name Change	780
Pay Adjustment|PADJ	PADJ	Pay Adjustment	894
Placement in Nonpay Status|PNPS	PNPS	Placement in Nonpay Status	430
Placement in Pay Status|PIPS	PIPS	Placement in Pay Status	280
Position Change - Reclass|PCHG	PCHG	Position Change - Reclass	741
Position Change |PSNC	PSNC	Position Change	740
POSITION REVIEW|POSR	POSR	POSITION REVIEW	
Preliminary Disability Retirement|PRET	PRET	Preliminary Disability Retirement	976
Promotion Nte|PNTE	PNTE	Promotion Nte	703
Promotion|PROM	PROM	Promotion	702
Provisional Appt|PROV	PROV	Provisional Appt	190
Realignment|REAL	REAL	Realignment	790
Reassignment - Reclass|REAC	REAC	Reassignment - Reclass	720
Reassignment|REAS	REAS	Reassignment	721
Recruitment Bonus|BNUS	BNUS	Recruitment Bonus	815
Recruit|RECT	RECT	Recruit	
Reimbursable Detail Nte|REIMDTLNTE	REIMDTLNTE	Reimbursable Detail Nte	922
Reinstatement Career Cond|RECC	RECC	Reinstatement Career Cond	141
Reinstatement|REIN	REIN	Reinstatement	140

Marketing & Regulatory Programs, Business Services
Human Resources Operations

Nature of Action	Action Code	Action Description	Input Code
Relocation Bonus|RBON	RBON	Relocation Bonus	816
Removal|RMVL	RMVL	Removal	330
Resignation - ILIA |RESILIA	RESILIA	Resignation - ILIA	312
Resignation|RESN	RESN	Resignation	317
Retention Allowance|RETALLOW	RETALLOW	Retention Allowance	810
Retirement - Disablity|RETD	RETD	Retirement - Disablity	301
Retirement - ILIA |RETILIA	RETILIA	Retirement - ILIA	304
Retirement - Special Option|RSPC	RSPC	Retirement - Special Option	303
Retirement - Voluntary|RETV	RETV	Retirement - Voluntary	302
Return to Duty|RTD	RTD	Return to Duty	292
Separation-RIF|SEPRIF	SEPRIF	Separation-RIF	356
Separation-US|SEPUS	SEPUS	Separation-US	353
SES Career Appt|SESC	SESC	SES Career Appt	142
SES Non-Career Appointment|SESN	SESN	SES Non-Career Appointment	146
Settlements - EEO/MSPB/Grievance|	SETL	Settlements - EEO/MSPB/Grievance	600
STAY IN SCHOOL|SIS	SIS	STAY IN SCHOOL	
Step Adj - Special Rates|SADJ	SADJ	Step Adj - Special Rates	899
Summer Appointment Nte|SUMR	SUMR	Summer Appointment Nte	117
Suspension Indefinite|SUSPIND	SUSPIND	Suspension Indefinite	452
Suspension|SUSP	SUSP	Suspension	450
Temp Pend Estab of Register|TAPR	TAPR	Temp Pend Estab of Register	112
Term Appointment Nte|TERM	TERM	Term Appointment Nte	108
Term Grade Retention|TGRD	TGRD	Term Grade Retention	866
Termination - Exp of Appt|TERM	TERM	Termination - Exp of Appt	355
Termination Appt In|TAIN	TAIN	Termination Appt In	352
Termination During Probation|	TERMPROB	Termination During Probation	385
Termination of Detail|TERMDET	TERMDET	Termination of Detail	732
Termination|TERM	TERM	Termination	357
Time Off Award|TOA	TOA	Time Off Award	872
Transfer SES Career|SEST	SEST	Transfer SES Career	145
Transfer|TRAN	TRAN	Transfer	130
Volunteer Appointment|VA	VA	Volunteer Appointment	199
Volunteer Separation|VSEP	VSEP	Volunteer Separation	399
Within Grade Increase|WGI	WGI	Within Grade Increase	893

APPENDIX B

ORGANIZATIONAL CODES

ORGANIZATIONAL CODES

Org Loc Code	APHIS Grouping	Desc Org Loc Description
AAAB	34	APHIS, ABS, ADV ACT
AAAC	34	APHIS, AC, ADV ACT
AAAM	2	AMS, EX RES, ADV ACT
AAAS	02	AMS, ASU, ADV ACT
AABH	50	MSPB, HQ, ADV ACT
AABR	50	MSPB, REG OPS, ADV ACT
AACN	02	AMS, COTTON, ADV ACT
AADA	02	AMS, DAIRY, ADV ACT
AADM	02	AMS, DEP ADMIN, ADV ACT
AAFG	36	GIPSA, FG, ADV ACT
AAFV	02	AMS, F&V, ADV ACT
AAIS	34	APHIS, IS, ADV ACT
AALP	34	APHIS, LPA, ADV ACT
AAMP	02	AMS, DEP ADM MKTG, ADV ACT
AAOA ACT	34	APHIS, OFC OF ADMIN, ADV ACT
AAOP	34	APHIS, OPD, ADV ACT
AAPP	34	APHIS, PPD, ADV ACT
AAPQ	34	APHIS, PPQ, ADV ACT
AAPS	36	GIPSA, PSA, ADV ACT
AAPY	02	AMS, POULTRY, ADV ACT
AAST	02	AMS, ST, ADV ACT
AATB	02	AMS, TOBACCO, ADV ACT
AATM	02	AMS, TM, ADV ACT
AAVS	34	APHIS, VS, ADV ACT
AAWS	34	APHIS, WS, ADV ACT
ABAS	34	APHIS, MRP-BS, ASEU
ABBA	34	APHIS, MRP-BS, BASEU
ABBP	34	APHIS, MRP-BS, BPT
ABDA	34	APHIS, MRP-BS, DEP ADMIN
ABEM	34	APHIS, MRP-BS, Emer Plan/Res
ABES	34	APHIS, MRP-BS, ESD
ABHR	34	APHIS, MRP-BS, HRSEU
ABMP	34	APHIS, MRP-BS, Mple Bus Site
ABRM	34	APHIS, MRP-BS, RMSES
ABRW	34	APHIS, MRP-BS, RW BUS SITE
ACAC	34	APHIS, AC, FLD
ACAH	34	APHIS, AC, HQ
ACCE	34	APHIS, AC, CE REG
ACDA	34	APHIS, AC, OFC OF DIR
ACEA	34	APHIS, AC, EA REG
ACRM	34	APHIS, AC, RES MGMT
ACWE	34	APHIS, AC, WE REG
AMER	02	AMS, EXEC RES
AMLS	02	AMS, LIVESTOCK, ADV ACT
ASFR	02	AMS, ASU, FRESNO
ASIL	02	AMS, ASU, GLEN ELLYN
ASLA	02	AMS, ASU, LOS ANGELES
ASTX	02	AMS, ASU, ARLINGTON
ASXX	02	AMS, ASU
BHAC	50	MSPB, OFC of Appeals Counsell
BHAL	50	MSPB, OFC ADM LAW JUDGE
BHBC	50	MSPB, CHAIRMAN
BHCB	50	MSPB, OFC OF CLERK
BHEE	50	MSPB, OFC OF EEO
BHFM	50	MSPB, FIN MGMT
BHGC	50	MSPB, OFC OF GEN COUNSEL
BHIR	50	MSPB, INFO RES DIV
BHME	50	MSPB, MEMBER
BHPE	50	MSPB, OFC OF POLICY & EVAL
BHVC	50	MSPB, VICE CHAIR
BRAT	50	MSPB, RO, ATLANTA
BRCD	50	MSPB, RO, DALLAS

Marketing & Regulatory Programs, Business Services
Human Resources Operations

Org Loc Code	APHIS Grouping	Desc Org Loc Description
BRCE	50	MSPB, RO, CHICAGO
BRDC	50	MSPB, RO, WASH DC
BRNB	50	MSPB, RO, BOSTON
BRNE	50	MSPB, RO, PHILADELPHIA
BRNY	50	MSPB, RO, NEW YORK
BRRO	50	MSPB, REGIONAL OPS
BRWD	50	MSPB, RO, DENVER
BRWE	50	MSPB, RO, SAN FRANCISCO
BRWS	50	MSPB, RO, SEATTLE
CNDD	02	AMS, COTTON, DEP DIR
CNFD	02	AMS, COTTON, FLD
CNFT	02	AMS, COTTON, FIBER TECH
CNGB	02	AMS, COTTON, GRADING BR
CNHQ	02	AMS, COTTON, HQ
CNMN	02	AMS, COTTON, MARKET NEWS
DACR	02	AMS, DAIRY, CHICAGO
DAWA	02	AMS, DAIRY, HQ
DMES	02	AMS, EXEC SVCS
DMFM	02	AMS, FIN MGMT DIV
DMIR	02	AMS, INFO RES DIV
DMXX	02	AMS, DEP ADMIN FOR MGMT
EEEE		Misrouted Garnishment
FGCD	36	GIPSA, FG, COMPLIANCE DIV
FGDO	36	GIPSA, FG, DOMESTIC
FGEX	02	GIPSA, FG, EA EXPORT
FGFM	36	GIPSA, FG, FLD MGMT
FGIN	36	GIPSA, FG, INTERIOR
FGOA	36	GIPSA, FG, OFC OF ADMIN
FGQA	36	GIPSA, FG, QA & RES
FGRM	36	GIPSA, FG, RES MGMT
FGSD	36	GIPSA, FG, STD DIV
FGWX	36	GIPSA, FG, WE EXPORT
FVFE	02	AMS, F&V, FRESH EASTERN
FVFO	02	AMS, F&V, FLD OFF
FVPE	02	AMS, F&V, PROC EASTERN
FVPW	02	AMS, F&V, PROC WESTERN
FVWA	02	AMS, F&V, HQ
HSER	CU	PPQ ER IN DHS
HSWR	CU	PPQ WR IN DHS
HSXX	CU	PPQ OTHER IN DHS
IEER	34	APHIS, MRP-BS, IES Eastrn Reg
IEHQ	34	APHIS, MRP-BS, IES HQ
IEWR	34	APHIS, MRP-BS, IES WestrnReg
ISDA	34	APHIS, IS, DEP ADMIN
ISOS	34	APHIS, IS, OP SUPT
ISRM	34	APHIS, IS, RES MGMT
LPEC	34	APHIS, LPA, EXEC CORR
LPFO	34	APHIS, LPA, FOI & RES MGMT
LPOD	34	APHIS, LPA, OFC OF DIR
LPPI	34	APHIS, LPA, PUBLIC INFO
LSAO	02	AMS, LIVESTOCK, HQ
LSFO	02	AMS, LIVESTOCK, FLD
MPXX	02	AMS, DEP ADMIN FOR Mrktg
OABC	34	APHIS, BIOL CONTROL
OAXX	34	APHIS, OFC OF ADMINIST
OPAD	34	APHIS, OPD, WS & ITS & IS
OPAM	34	APHIS, OPD, AMS TRNG INST
OPDO	34	APHIS, OPD, DIR OFC
OPMR	34	APHIS, OPD, SUPT & MRP
OPOD	34	APHIS, OPD, ORG DEV
OPPQ	34	APHIS, OPD, PPQ
OPVS	34	APHIS, OPD, VS & AC
PPBP	34	APHIS, PPD, Budgt & Prog Anls
PPBT	34	APHIS, PPD, BIOTECH & SCI
SVCS		

Marketing & Regulatory Programs, Business Services
Human Resources Operations

Org Loc Code	APHIS Grouping	Desc Org Loc Description
PPES	34	APHIS, PPD, EVAL SVCS
PPOD	34	APHIS, PPD, OFF OF DIR
PPPA	34	APHIS, PPD, POLICY ANLYS &
DEV		
PPPR	34	APHIS, PPD, PLNG & RISK
PPRA	34	APHIS, PPD, Reg Anly/Pro Dev
PQBF	34	APHIS, PPQ, BIOTECH FLD
PQBH	34	APHIS, PPQ, BIOTECH, HQ
PQCP	34	APHIS, PPQ, CPHST
PQCR	34	APHIS, PPQ, CE REG
PQDA	34	APHIS, PPQ, DEP ADMIN
PQDE	34	APHIS, PPQ, Dom & Emer Pro
PQER	34	APHIS, PQ, EASTERN REG
PQMF	34	APHIS, PPQ, PLANT METHODS
PQOS	34	APHIS, PPQ, OP SUPT
PQPM	34	APHIS, PPQ, Center For PS&T T
PQRM	34	APHIS, PPQ, RES MGMT
PQWE	34	APHIS, PPQ, WE REG
PSOA	36	GIPSA, PSA, OFC OF ADMIN
PSRO	36	GIPSA, PSA, REG OFC
PYDM	02	AMS, POULTRY, DES MOINES
PYFO	02	AMS, POULTRY, FLD
PYGA	02	AMS, POULTRY, GASTONIA
PYLR	02	AMS, POULTRY, LITTLE ROCK
PYMO	02	AMS, POULTRY, MODESTO
PYWA	02	AMS, POULTRY, HQ
STAF	02	AMS, ST, AFLATOXIN LAB
STEC	02	AMS, ST, EA LAB
STLO	02	AMS, ST, LAB OPS
STMC	02	AMS, ST, MW LAB
STOD	02	AMS, ST, OFC OF DIR
STPR	02	AMS, ST, PESTICIDE REC
STPV	02	AMS, ST, PLANT VARIETY
STRB	02	AMS, ST, RESIDUE BRCH
STRM	02	AMS, ST, INFO RES
STSB	02	AMS, ST, STAT BRCH
STTS	02	AMS, ST, TECH SVCS
TBKY	02	AMS, TB, LEXINGTON
TBNC	02	AMS, TB, RALEIGH
TBOD	02	AMS, TB, OFC OF DIR
TMFO	02	AMS, T&M, FLD
TMHQ	02	AMS, T&M, HQ
VSAH	34	APHIS, VS, ANML HLTH
VSCB	34	APHIS, VS, Ctr Vet Biolog
VSCR	34	APHIS, VS, CE REG
VSDA	34	APHIS, VS, DEP ADMIN
VSER	34	APHIS, VS, EASTERN REG
VSOS	34	APHIS, VS, OP SUPT
VSPD	34	VS, Prof. Dev. Staff
VSRM	34	APHIS, VS, RES MGMT
VSVL	34	APHIS, VS, NVSL
VSWE	34	APHIS, VS, WE REG
WSER	34	APHIS, WS, EA REG
WSNW	34	APHIS, WS, DWRC
WSOA	34	APHIS, WS, DEP ADMIN
WSRM	34	APHIS, WS, RES MGMT
WSWR	34	APHIS, WS, WE REG